

From: Team 51 (Albert Semin, Joey Moreira, John Dinh)
To: MC Martin
Subject: Weekly Progress Report –October 14, 2018

Period: 10/07/18-10/14/18

Hours: 6 **Hours to Date:** 24

Accomplishments for week ending October 14, 2018

- 1) Held a meeting with Engineers to go over project updates and future task planning.
- 2) Established an agreement with Engineers to change the frequency of meetings from weekly to bi-weekly.
- 3) Continued working on the WBS on Microsoft Project.

Goals for week ending October 21, 2018

- 1) Finalize the WBS document.
- 2) Revisit the Budget document to update changes, if any.

Issues:

- 1) Project Managers were busy with other work and classes.